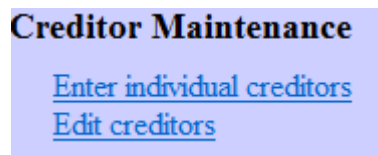---

How to Add Creditors

Step 1   Click **Bankruptcy** on the Main Menu Bar.

Step 2   Select **Creditor Maintenance**

Step 3   Click on **Enter individual creditors**

Step 4   Enter the case number in yy-nnnnn format and click **Next**. Check the case name and number to be sure it is the correct case.

Step 5   At the **Add Creditor(s)** screen enter the name and address of the creditor(s) being added to the case, leaving at least one per space creditor's address. When you have entered the last creditor, click **Next**.

FORMAT for adding creditors is as follows:

Name: XYZ Mortgage Company
Address 1:   c/o Joe Lawyer, Esq.
Address 2:   P.O. Box 25
Address 3:   Boston, MA 02114
Address 4:
Address 5:

Note: Do not change Creditor Committee default.

Step 6   The next screen displays the case number and the number of creditors added to the database during this transaction.

Step 7   Click **Submit** and you will get the receipt of creditors added to the case.